DHHS
OFFICE OF THE CONTROLLER

ACCESS

MENTAL HEALTH COST REPORT APPLICATION

USER MANUAL
FY 2007

WHO TO CALL FOR HELP

For questions or problems regarding what items go where on the Cost Report application, or technical questions on the application, call Mike Thompson at the **DHHS Office of the Controller, Rate Setting Branch.**

Rate Setting:	**(919) 855-3681**	**Mike Thompson**
	(919) 855-3680	**Susan Kesler**
	(919) 715-3095	**Fax**

E-mail these individuals at **{Firstname.LastName@ncmail.net}**

Mailing Address (for regular mail):
DHHS Office of the Controller
Attn: Rate Setting Branch
2019 Mail Service Center
Raleigh, NC 27699-2019

Street Address (if Fedex or UPS):
DHHS Office of the Controller
Attn: Rate Setting Branch
1050 Umstead Drive
Raleigh, NC 27603

TABLE OF CONTENTS

Access Cost Report User's Manual

FY 2006–2007

APPENDICES

MENTAL HEALTH COST REPORTING LETTER DATED JANUARY 12, 2007	**A**
2007-2008 MENTAL HEALTH COST REPORTING REQUIREMENTS LETTER DATED APRIL 18, 2007	**B**
CLARIFICATION OF COST REPORTING REQUIREMENTS FOR PRIVATE PROVIDERS LETTER DATED JUNE 1, 2007	**C**
COST REPORTING TRAINING SESSIONS LETTER DATED JUNE 4, 2007	**D**
2007 PROVIDER UNITS MEMO DATED SEPTEMBER 20, 2007	**E**
EXEMPTION FORM	**F**
LETTER FROM GARY FUQUAY AND RICHARD VISINGARDI TO MH PRIVATE PROVIDERS ON THE NEW GUIDELINES FOR REPORTING COSTS BETWEEN ADMINISTRATION AND DIRECT COST OF CARE ON THE COST REPORT DATED FEBRUARY 4, 2002	**G**
LETTER FROM GARY FUQUAY TO SINGLE COUNTY FINANCE OFFICERS ON THE IMPLEMENTATION OF NEW COST MATRIX AND ENHANCED COMPLIANCE ENFORCEMENT DATED JUNE 6, 2002	**H**
LETTER FROM GARY FUQUAY TO MULTI-COUNTY AREA PROGRAM DIRECTORS/ FINANCE OFFICERS ON THE IMPLEMENTATION OF NEW COST MATRIX AND ENHANCED COMPLIANCE ENFORCEMENT DATED JUNE 10, 2002	**I**
GUIDELINES TO DISTINGUISH BETWEEN ADMIN AND DIRECT CARE COSTS – SPREADSHEET (CHART OF ACCOUNTS OR COST MATRIX)	**J**
ITEMS NEEDED TO BEGIN COST REPORT	**K**
SUPPLEMENTAL FORMS (FORMALLY CALLED MORE FORMS) PLEASE LOOK AT ALL TABS WITHIN THE WORKBOOK	**L**
SERVICE OBJECTIVES LISTING FOR 2007 COST REPORTING	**M**
ALLOCATION GUIDELINES	**N**
DOCUMENTATION OF TIME EFFECTIVE JULY 1, 1997	**O**
T. WASHBURN LETTER OF JULY 21, 1997	**P**
SAMPLE SCHEDULE 1s - REGULAR COST CENTER, CONTRACTS, ADMINISTRATION	**Q**
SAMPLE SCHEDULE 2	**R**
SAMPLE OF ACCOUNTANT REVIEW WORKSHEET	**S**
COST REPORT REVIEW WORKSHEET	**T**
NEW/REVISED PROCEDURE CODE RATE JUSTIFICATION FORM	**U**
IPRS PROVIDER SPECIFIC RATE REQUEST FORM	**V**

SAMPLE CERTIFICATION STATEMENT	**W**
SAMPLE TIME SHEET	**X**
SAMPLE THERAPIST ACTIVITY TICKET	**Y**
EXAMPLE OF HOW PERSONNEL SPREADSHEET HAS TO LOOK FOR IT TO BE IMPORTED	**Z**
EXAMPLE OF HOW CONTRACT PROVIDER SPREADSHEET HAS TO LOOK FOR IT TO BE IMPORTED	**AA**
EXAMPLE CROSSWALK	**AB**
GLOSSARY	**AC**

ACCESS COST REPORTING APPLICATION

WELCOME TO THE MENTAL HEALTH COST REPORT

INTRODUCTION

This is the 2006-2007 Cost Reporting User Manual. This is the sixth year using the Access Cost Reporting Process. The application has a completely new look to it this year. It runs faster, there are no long delays waiting for reports to come up, some screens have been combined, improvements have been made to the flow of data entry and an attempt has been made to add some versatility. This new application should be easier for private providers filing a cost report for the first time or Local Management Entities (LMEs) who have filed cost reports for several years.

This manual has been developed with the new user in mind. Experience in the previous cost reporting process is not assumed but is referenced in order to make the reporting process clearer to the user. A general understanding of the cost reporting process is helpful, as is an understanding of the policies and guidelines governing cost reporting.

This edition of the User Manual accompanies the 2007 version of the Mental Health Cost Reporting Application. If you have additional items you would like, as improvements for the next year, please let us know.

This manual covers the technical aspects of the Cost Report. By technical, we mean to say the introduction to and explanation of the application with respect to functionality and usability. Please review the entire manual prior to using the application. It will be time well spent.

THE APPLICATION

The Access Cost Report version consists of multiple tables of data values that are populated as the user enters information into the various forms. The data tables are used to produce the primary cost reports named Schedule 1s and Schedule 2. The application is also able to generate a number of smaller reports pertaining to allocations and displaying lists of data. One of the advantages of the application includes being able to access all the data elements entered by the user for data analysis and comparisons. Some other advantages include:

- **The windows comfort zone.** With the world having converted to the windows format, all of us are now familiar with the dialog box. Make a couple of choices, change a couple of options and voila! For example, insertion of cost center is a snap, as is deletion (careful!).

- Another advantage of the Access application structure is the consolidated data storage. Having all the data elements of the Schedule 1s and 2 in tables allows users to look at the data from multiple angles.

Before beginning the Cost Report, please look at the hardware and software requirements listed on page 14. Please be sure to meet these hardware and software requirements, otherwise difficulties could be experienced when using the application.

WHO FILES A MENTAL HEALTH COST REPORT

- ➤ Any provider who provides enhanced mental/behavioral health services has to file a Mental Health Cost Report.

- ➤ For a list of these services, look at Appendix M of this manual.

    - o This list of services does include CAP MR/DD services for those who provide both enhanced mental/behavioral health and CAP MR/DD services.

- ➤ To see if a provider qualifies to be exempt from filing a Mental Health Cost Report, check the Exemption form located on the Controller's Office web site (http://www.ncdhhs.gov/control/amh/amhcost7.htm) or Appendix F of this manual.

    - o Private providers only need to check the reason for being exempt, sign it and send it to the Controller's Office. **No** written request for exemption is needed and **no** written statement of approval or denial will be sent.

    - o LMEs need to send in a written request, a signed Exemption form with the reason for being exempt checked and a Provider Payments worksheet (Supplemental form 9 in Appendix L). A written statement of approval or denial from this exemption will be sent by the Controller's Office back to the program.

- ➤ Cost Reports are due to the Controller's Office, 5 months after the accounting year end, starting with private providers with a year ending **on or after** 12/31/07. Only LMEs with a fiscal year end of 6/30/07 have a cost report due on 11/30/07.

    - o Note: For private providers who provide both enhanced mental/behavioral health services and CAP-MR/DD services and have an accounting year that ends **on or after** December 31, 2007, a Mental Health cost report incorporating both enhanced mental/behavioral health and CAP-MR/DD services is due five (5) months after your accounting year end.

POINTS TO REMEMBER FOR 2006-2007

❑ Many issues are found during reviews of Cost Reports that could have been identified and fixed had the user gone over the **Accountant Review Worksheet** and **Cost Report Review Worksheet**. Currently it takes from 2 to 7 revisions for reports to be corrected.

❑ Communication with DHHS Controller's Office, DMA, and DMH is essential.

❑ A quicker response to requests for information is needed to expedite the cost report.

❑ For a Cost Report to be considered received, it must be accompanied by at least a draft of the audit, financial statements or Comprehensive Annual Financial Report (CAFR) when the final report is not available and any sub-schedules (crosswalks) needed to tie the financial statement to the Cost Report. **For single county programs in particular, a sub-schedule tying CAFR figures to those in the Cost Report by cost center should be included with the required financial information.**

❑ **Administrative Non-Personnel costs should all be placed in an Administration Cost Center.** Administrative positions can be left in the cost centers they are assigned to even if it is a direct care cost center, but they have to be assigned to the Administration service on the Personnel screen.

❑ **Non-Unit Cost Reimbursement (Non-UCR) costs should be placed in the General Non-UCR service objective** even if the funds were used to produce units. Whenever possible, the related units should also be placed in the General Non-UCR service. The expenditures related to these funds should not be included in any cost found service for which rates are set.

❑ It is not intended that any administrative cost or position, as indicated in the Guidelines for Reporting Cost Types between Admin and Direct Cost of Care (matrix, Appendix J), continue to be found in the General Support cost center. The only costs placed in General Support should be costs indicated in the matrix as direct, but which the LME or private provider has not directly assigned to a particular service and wants assigned to all other cost centers.

❑ **Audit/financial statement figures in the "Total Expenditures" box on the Cost Center Expense screen should match the audit.**

❑ **When the audit does not exactly match the Cost Report cost centers there must be a crosswalk from the audit to the cost report.**

❑ **The Audit must support the Cost Report for all line items including Total Expenses by cost center.**

❑ The Audit must support the Revenue by Source worksheet (Form 8) provided in the Cost Report Supplemental workbook.

❑ Units placed in cost found services, even on the "Units Above Contract" line should only be 2007 units. Units outside the fiscal year of the report should be reported in the "Non Medicaid Services" service.

❑ Do not place units associated with costs in "Non Medicaid Services" on the "Units Above Contract" line. The units associated with costs in "Non Medicaid Services" should be placed in the actual units section under the "Non Medicaid Services" service and then be explained on the "Non Medicaid Services" form (Form 5).

❑ The Actual Units figure should represent all units for the respective service found throughout the Cost Report (i.e. Cost Found Units, Units Above Contract, any Medicaid units in the Non Medicaid Services service and General Non-UCR Expenditures).

- Always use the appropriate service applicable to the costs incurred or units provided – do not group with other services.

- If there are no Full Time Equivalents (FTEs) in a cost center that contain Non-Personnel expenses, add .01 FTE with $1 so the application can assign costs to the service(s) on the Non Personnel Cost Assignment screen.

- Depreciation – month and year must be listed, descriptions should be detailed in order to validate with AHA Guidelines, and appropriately categorized as fixed or moveable (refer to AHA Guidelines). If departing from AHA Guidelines, add an entry on the Notes worksheet (Form 10) clearly explaining why.

- The Contract Provider Information (Form 9) should include only those providers where the LME billed Medicaid for a provider and paid the Medicaid money back to a provider.

- If using the application on a Windows NT computer, we have found that the C:\ drive is very slow operating the application. Recommend that the application be installed on a personal drive or server.

- Costs represented in the cost report should match the audit or financial statements as well as the units. The units should be for the dates of service available during the organizations accounting year.

- If multiple users are keying information into the application, it is best to install the application on each computer and have each computer attach to the data file on the server.

- CAP expenses should be appropriately placed in the CAP service objectives based on costs being reimbursable for the respective cost center.

- Capitalize all items costing $5,000 or more which have a useful life of 2 years or more unless the organization has a lower capitalization policy, in which case the organization's capitalization policy must be used. Please note the organizations capitalization policy on the Notes worksheet (Form 10).

- Items fully depreciated before the current reporting year should be removed from the depreciation schedule.

- Non-allowable expenses need to be adjusted out of the Cost Report. Examples include, but are not limited to; reimbursed sales tax, client wages, cost of materials for workshops, event tickets for employees, and personal expenses for clients unrelated to treatment.

- Medicaid revenue for Clozapine, registration fees for classes provided and other items of this sort should be adjusted against the expenses claimed in the cost report just as the contract production expenses are. These adjustments should also include any reimbursement between LME and Private Provider for service or, between LME and counties and/or foundations for which expenses are claimed in the cost report.

2006-2007 COST REPORT FEATURES & UPDATES

✓ The Cost Report Application is in Access
   ✓ Can download the application from the Internet
   ✓ There will be two versions of the application
       ✓ a run time version of Access 2003 that needs to be downloaded and installed by users without Access or with versions older than 2003
       ✓ a version for users who already have Access 2003 or higher
   ✓ Easy access to all data elements entered into the database
   ✓ Pre-set printing formats to just click on a report name – all reports print with LME or Provider name, name of report, name of cost center, date and time

✓ Service Objectives
   ✓ The service objective list (Appendix M) has been revised to remove unnecessary services

✓ Report Manager
   ✓ Reports will run faster.

✓ Input Screens
   ✓ New Main Menu screen for entering provider information
   ✓ New Cost Center Expenses screen combines 3 screens into one
   ✓ New Personnel screen can use hours or FTE information and assign services on the same screen
   ✓ An Import feature from an Excel spreadsheet is available for the Personnel screen
   ✓ New Contract Provider screen - assign services, units & dollar amount on the same screen
   ✓ An Import feature from an Excel spreadsheet is available for the Contract Provider screen
   ✓ New Non Personnel Cost Assignment screen (formally Special Item screen) allows for more versatility
   ✓ New Unit screen only shows services assigned on Personnel & Contract Provider screens

✓ The number of decimal places in the Personnel screen is still 3 in order to bring consistency between input screens and reports. There were rounding differences between reports and errors that were not easily located due to some input screens and reports still using 3 decimal places even though 6 could be entered in the Personnel screen.

✓ On the Non Personnel Cost Assignment screen the user can system allocate special item expenses (i.e. Interest, Rent, Travel, Fixed Assets, and Moveable Assets) or can directly assign these expenses and the system will automatically adjust itself.

✓ Must enter either hours or FTEs on the Personnel screen, both fields can NOT be 0 (zero).

SPECIAL CONSIDERATIONS

RENT PAYMENTS TO RELATED PARTIES

In consulting with the Division of Medical Assistance (DMA), Inter-related Party Rent should be handled as follows on the Cost Report:

a) Back out the full Inter-Related Party Rent Payment on the "Other Adjustment" line in the Cost Center Expense section of the respective cost center. Please annotate on the Notes worksheet (Form 10) that this is Inter-Related Party Rent.

b) Then the LME or private provider can claim the full expenses claimed by the owner of the respective facility or building on the "Other Adjustment" line. You will need to offset the rent payments by the amount of interest you would claim as the owner. You can claim Mortgage Interest as "Interest" on newly acquired facilities but not on refinanced facilities. In addition, you can claim any Fixed Asset Depreciation claimed by the owner of the facility or building. You can claim these expenditure's on the respective Schedule 1(s). If the building is paid off and/or fully depreciated, no costs are allowed to be claimed. (Per OMB Circular A-87, Rental Costs of Building and Equipment, rental costs under "less than arms length" transactions should be recorded as if the LME or private provider owned the building.

For a complete copy of OMB Circular A-87, please refer to this web site http://www.whitehouse.gov/omb/circulars/a087/a87_2004.html

APPROPRIATE DEPRECIATION ESTIMATED USEFUL LIVES

DMA auditors use the "Estimated Useful Lives of Depreciable Hospital Assets" when they audit Cost Report figures. This schedule is published by the American Hospital Association (AHA). The AHA guidelines vary from the IRS guidelines that are used for calculating depreciation expense for tax purposes.   Since these AHA guidelines are the guidelines by which Cost Reports are reviewed, if there is a need to vary from it, please consult with Kathy Cardenas (919-647-8068) of the DMA Audit Section prior to using an alternate useful life on your books. Document any deviation from AHA guidelines on either the depreciation worksheets (Forms 3 & 4) or on the Notes worksheet (Form 10). To order a copy of the AHA Guidelines, visit their web site at "http://www.aha.org". The AHA Resource Center may also be reached at (312) 422-2050.

OTHER ITEMS

* PERSONNEL: To the extent possible, distribution of personnel expenses should be based on documented time. Direct service time reports should be used as the basis of distribution to the various service(s) whenever possible.   Other Direct Support time should be used only for individuals with documented management responsibilities.

* EDUCATION COSTS: Educational costs for Children's Day Treatment Services should be deducted from overall costs in determining the rate base for this service.   The deduction should be made by including the amount in the "Other Adjustments" on the appropriate Cost Center Expense screen, and explaining the entry on the Notes worksheet (Form 10).

* ACTUAL UNITS: LME and private providers are encouraged to use "Actual Units" generated from their own data. Actual units shown in the cost report will be checked against this data. See Appendix E.

* TRAVEL COSTS: Although travel units are excluded, the costs should still be included with the service. These costs need not be separated out and put in an Administration cost center since they are normally associated with a particular service.

* <u>ALLOCATED COUNTY COSTS</u>: If you do not have costs allocated to you from the county according to a County Allocation Cost Plan, then you can only claim as costs those costs on your books.

* <u>or ALLOCATED CENTRAL OFFICE OVERHEAD COSTS</u>**:** If these costs are included in the audit figures by cost center, then include them in the appropriate cost center on the Cost Report in the total Fixed Charges & Other amount (4XX). If these costs are not included in the audit or financial statement amounts, enter them as a Non-Personnel Adjustment by entering the amount to the "Central Allocation." line in the appropriate cost center. If you would like to have the overhead allocated based on FTE's, use the General Support cost center and enter a **negative** in the "Other Adjustments" line on the Non-Personnel Adjustments screen.

* <u>UTILIZATION MANAGEMENT COSTS</u>: All Utilization Management costs should be included in the Administration cost center.

* <u>NETTING REVENUES WITH EXPENDITURES</u> – **NEVER** net your expenditures against your revenues in the cost report. However there is one exception to this rule and it concerns Contract Production. See the Cost Center Expenses screen for further detail.

* <u>SPECIAL FUNDS</u> – All special funds provided by the Division of Mental Health, (i.e. General Non-UCR) for which expenditures are incurred, should not be included in cost found services. They should be separately identified in the various "Non Medicaid Services" services available (Non Medicaid Services and General Non-UCR Expenditures), so these funds can be appropriately settled at the end of the cost report process.

HARDWARE AND SOFTWARE REQUIREMENTS

Before beginning the Cost Report application, please ensure the computer's hardware and software meets the following requirements.

Hardware/System Configuration Requirements

- One of the following operating systems:
    1. Microsoft Windows 2000 Service Pack 3 or newer
    2. Microsoft Windows XP
    3. Microsoft Windows Vista
        - Windows NT, may require the user to have administrative rights in order to install

- If installing and using on an NT computer, the best performance is obtained if the installed files are moved to a server and operated from there.

- Recommend a personal or multimedia computer with a Pentium 300 MHz or higher processor

- Recommend 64 (megabytes)MB of Random Access Memory (RAM)
    - more memory may be required to run additional applications simultaneously

- VGA resolution or higher video adapter (Super VGA (SVGA) 256-color is recommended)

- Microsoft Mouse, Microsoft IntelliMouse, or compatible pointing device

- 30 MB hard Disk Space (requirements are approximate)

- **Must have internet access**
    - The application can be downloaded from the Controller's Office Web Site at http://www.ncdhhs.gov/control/amh/amhauth.htm.   Then click on **2007 Cost Reporting**.

DIFFERENCES BETWEEN LME AND PRIVATE PROVIDER COST REPORTING

The following applies to Private Providers only:

1. On the Main Menu screen for Organization Type, check the **Private Provider** button
2. On the Personnel screen, the provider can only enter Hours Worked. FTEs will automatically be figured.
3. The System Management screen will not be available
4. To see available list of possible exemptions, see the Exemption form at the following location http://www.ncdhhs.gov/control/amh/amhcost7.htm. **Note**: private providers should send in a signed Exemption form. No waiver request letter is needed, nor will a written statement be sent back.
5. An audit is not required – if there is an audit, submit a copy, or otherwise submit your end-of-year general ledger figures (Income Statement (Profit/Loss Statement) and Balance Sheet).

The following applies to LMEs only:

1. On the Main Menu screen for Organization Type, check the **LME** button
2. An audit or CAFR is required.
3. On the Personnel screen, the LME can use either the Hours Worked and FTE will automatically be figured, or skip over the Hours Worked column and directly enter the FTE
4. The System Management screen is made available on the Cost Center Expense screen.
5. LMEs can be exempt from reporting only if the LME provided no direct care enhanced mental/behavioral health services. The LME has to submit a written request to the Controller's Office asking to be exempt from the cost reporting requirement. Along with the written request, a signed Exemption form and a Provider Payments worksheet (same as Form 9) showing any pass through Medicaid payments must be submitted. The exemption form and worksheet formats can be found on the Controller's Office website at the following web address: http://www.ncdhhs.gov/control/amh/amhcost7.htm, and once there, see the bullet for Exemption form and Supplemental worksheets. A written statement of approval or denial from this exemption will be sent by the Controller's Office back to the program.
6. Non-UCR dollars on the LME's FSR reports must match or exceed what is put both in the Cost Report application under the General Non-UCR service objective and Explanation of "General Non-UCR Expenditures" worksheet (Form 6). On the Explanation of "General Non-UCR Expenditures" worksheet (Form 6) the detail must include the state account #, fund, FRC codes and what cost center the money went in to.

OBTAINING YOUR APPLICATION AND SUPPORTING FILES

The Access Cost Report application and the Supplemental Forms file can be downloaded from the Internet:

✎ The Controller's Office Web Site is http://www.ncdhhs.gov/control/.
✎ At the Web Site, look for a listing under "Program-Specific Information" for **Mental Health Service Providers & LMEs**. Select this link by clicking on it.
✎ On the "Mental Health Service Providers & LMEs" page click on **2007 Cost Reporting** to find the following items.

➢ The 2007 Access Cost Report Application and the downloading instructions
➢ The Exemption form
➢ The 2007 User Manual
➢ Appendices
➢ The workbook of other Forms (2007supplemental.xls) which includes:
    Index to Supplemental worksheets (formally called MoreForms):
      1. Transmittal Checklist Cover Sheet (with certification & CPA contact)
      2. CPT Detail Worksheet
      3. Schedule of Moveable Asset Depreciation
      4. Schedule of Fixed Asset Depreciation
      5. Explanation of "Non Medicaid Services" Costs
      6. Explanation of "General Non-UCR Expenditures"
      7. Reconciliation of Audit Costs to Cost Report Total Costs
      8. Schedule of Revenue by Source
      9. Contract Provider Information
      10. Notes worksheet to document any figures and schedules in the report
➢ The Cost Report Review Worksheet

The application default will place the application on the C:\ drive. The application will work faster on the C:\ drive, but if there will be multiple users, it would be better to copy the application to a server. The exception to installing on the C:\ drive would be when using a computer with NT. For NT computers, running the application on the C:\ drive is very slow. We recommend that NT users install on their personal server directory on the main server, or install on the C:\ drive and then move files to their personal directory. The shortcut will need to be modified to indicate the directory where the application was moved.

NOTE: When the operating system is NOT Windows NT and the application is placed on the server, it will be slower. Also, if more than one person is working on the file at the same time, please ensure they are not working on the same parts of the application or confusion may occur and not all changes may be captured.

OPENING THE APPLICATION FILE

Once the application files are saved to the hard drive (or server, for NT users) and the download is complete, including dragging the shortcut to the desk top, the application is ready to be opened.

Simply double click on the shortcut on the desktop. When opening the application, there is a possibility for one or both of the following messages to pop up. They are:
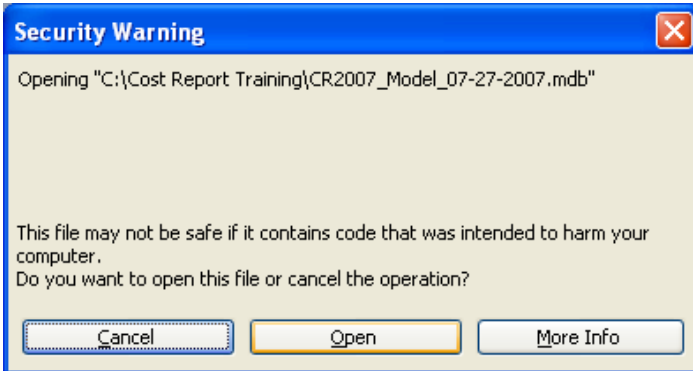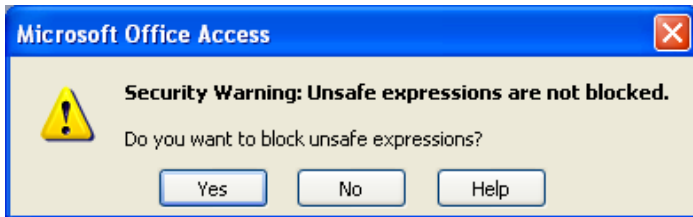
These messages may pop up because security in the Microsoft Access program for Macros is set at medium or high. If security is set to low, these two messages will not pop up. The messages are to inform the user of some "program language" associated with the database and asking if the user really wants to open the database. For the first message, just click on **No** and for the second message, just click on **Open**. The application will now open to the Main Menu. If these messages don't pop up, the application will just open to the Main Menu.

Note: It is also possible these messages (if the security on the system is not changed to low) will also pop-up after reports are run and then closed. If this happens, just answer them the same way with **No** and **Open**.

MAIN MENU

The Main Menu screen is shown below.

The information on this Main Menu will identify the provider submitting the cost report and will put the organization name on each report. Please enter the following information:
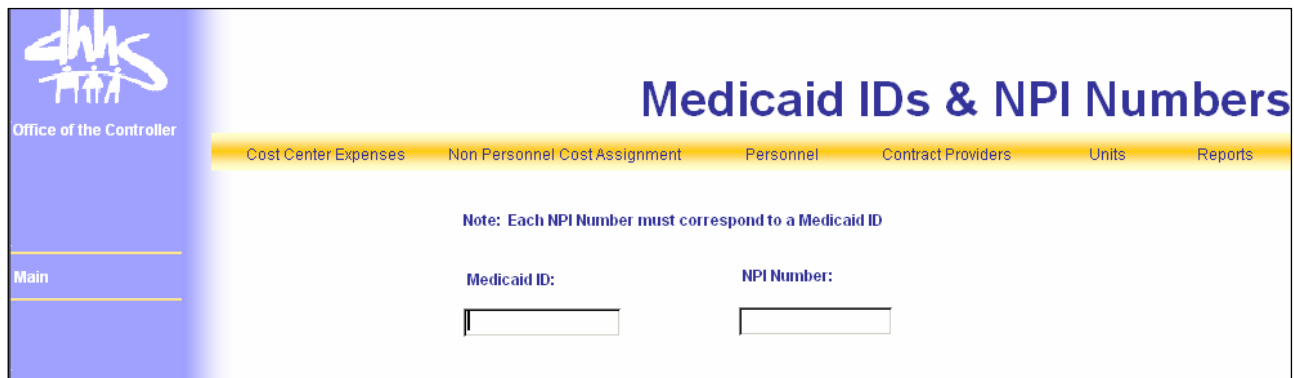
Organization Name: The name of the organization that matches the federal tax ID number.

NPI Number: Please enter the 10 digit, numeric NPI number into this field. The NPI number on the Main Menu screen should correspond to the Medicaid provider number showing on the Main Menu screen.
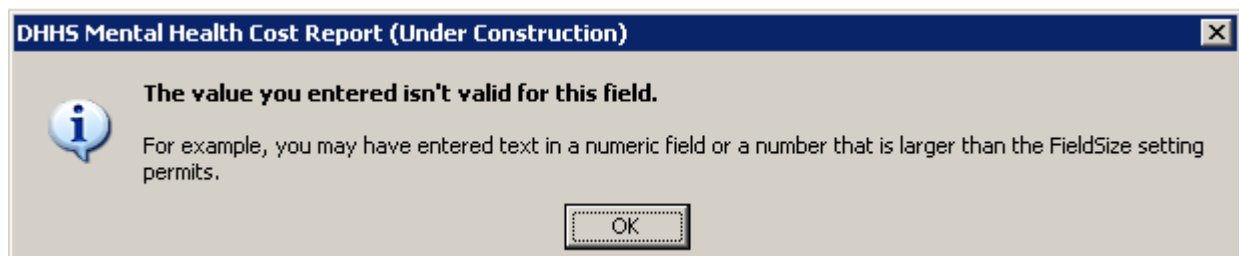
> NPI stands for National Provider Identifier, which is a standard unique identifier for health care providers adopted by Health Insurance Portability & Accountability Act (HIPAA) in January 2004. If additional information is needed about this national requirement, check out the following web site: http://www.ncdhhs.gov/dma/NPI.htm. This web site is for the Division of Medical Assistance (DMA) and gives the needed information about this national requirement for North Carolina Medicaid providers.

> An organization may have more than one NPI number. If the organization has more than one number, in the blue margin on the left hand side of the screen click on the link called **Additional NPI numbers** and the following screen comes up.

> On this screen enter any additional NPI numbers with the corresponding Medicaid provider numbers as needed. If the user tries to enter more than 10 numbers or tries to enter an alpha character in the NPI field, the following error might pop-up.

> Just click the **OK** button and correct the error. When finished, press the **Main** link in the blue margin on the left to go back to the Main Menu.

Year End: Enter the organization's accounting year end date in the format of mm/dd/yyyy.

Federal Tax ID: The organization's federal tax ID number. Again this tax ID number should match up with the organization's name. This is a numeric field, alpha or special characters are not allowed.

Medicaid ID: The organizations Medicaid provider number(s) used to bill for services provided. The provider number shown on the Main Menu screen should correspond to the NPI number showing on the Main Menu screen.

An organization may have more than one Medicaid provider number. If the organization has more than one provider number, in the blue margin on the left hand side of the screen click on the link called **Additional Medicaid IDs**. This takes the user to the same screen shown above for the **Additional NPI numbers**. Again, enter any additional Medicaid provider numbers with the corresponding NPI numbers as needed. When finished, press the **Main** link to go back to the Main Menu.

Organization Type: There are two check boxes here. By clicking on the box beside Private Provider, it identifies the organization as a private provider. By clicking on the box beside LME, it identifies the organization as a Local Management Entity (LME). There are minor differences on screens or options available to the user depending on which box is selected. Please select the one that fits the organization.

At the top of the Main Menu screen is a yellow task or menu bar. This contains all the screens where data is entered as well as the reports menu where reports can be run and printed. We will go through each of these screens in the optimal order information should be entered. To move around to other screens, move the cursor on top of the screen names and click.

The four buttons at the bottom of the screen, **Exit, Export Data, Import Data** and **Create Backup**, we will go over later on in the manual.

COST CENTER EXPENSES

From the Main Menu click on **Cost Center Expenses** and the screen below comes up.

On the left hand side of the screen, in the blue margin, there are seven (or eight) menu links to help navigate around the application. This works the same as the yellow menu bar does on the Main Menu and other screens. Move the cursor on top of a label like **Main** and click on it to go back to the Main Menu screen explained above. The next five links (Manually Allocate Non Personnel Costs, Personnel, Contract Providers, Units and Reports) takes the user to other data entry screens. The last one (Service Objectives) will be discussed later in the manual.

Before data can be entered into the application, the first thing to do is to name the cost centers. A cost center name is user defined and should match the cost or departmental expenses shown on the audit or financial statements. At the top of the screen beside the label "Cost Center" it says "Enter New Cost Center or Select from list". Click in the box and type in the name of the cost center and press the **Enter** or the **Tab** key. When pressing the **Enter** (or **Tab**) key a pop up box will appear that says "Would you like to add (the name typed) as a new cost center?" Clicking **Yes** will add the name as a cost center and move the cursor over to the 1XX box ready to enter expense data. If the audit or financial statements are available for this cost center, enter them now or come back later to do it.

Clicking on **No** to the "Would you like to add (the name typed) as a new cost center?" question, the name will not be added to the application.

ENTERING COST CENTER EXPENSES

Figure 1

The rest of the information needed for this screen comes from the final audit or financial statements. After entering a cost center name the cursor automatically points to the "Personnel – 1XX" box, so let's start there.

Expenses for the cost report are categorized into 7 summary line items, shown in figure 1. The detail for these expenses do not need to be shown in the cost report because that will be shown on the audit or financial statements which the Controller's Office reviews and ties back to the numbers placed here.

There is a chart of accounts on the Controller's Office website and Appendix J of this manual that shows what type of expense goes into each of these expense line items. The name of the file is: "Guidelines to Distinguish between Admin and Direct Care Costs – spreadsheet". Expenses can be set up to match this layout which will make it easier to enter data into the cost report or a crosswalk needs to be provided. A crosswalk shows how expenses on the audit/financial statements are mapped into these expense lines. An example of a crosswalk is provided in Appendix AB.

Take a quick look at Appendix AB. The first tab in the workbook called "Per Audit" shows a private provider's audit that was turned in for the 2006 cost report. It shows the provider had five cost or departmental expense centers; Outpatient Treatment, Residential Treatment, Judicial Services, Prevention/Intervention Education Services and Administration. The second tab called "Crosswalk" takes the Outpatient Treatment cost center and crosswalks the individual audit line items into the 1XX through 8XX expense lines. The totals highlighted in blue go into the boxes shown above. This is an example of what a crosswalk could look like, not how it has to be done, but it does need to give the same type of information.

The box labeled "Personnel Verification Total" is not an input box. The number shown here will come from the Personnel screen when information is entered there. The number in this verification box should match the number placed in the 1XX box. If it doesn't match then either the number keyed into the 1XX box was miss-keyed or something on the Personnel screen needs to be fixed.

The next section of our Cost Center Expense screen, shown in figure 2, is where adjustments are made to take out non personnel costs not allowed to be apart of rates. Non Personnel costs are all expenses except for personnel costs (1XX) added together. As these costs are entered on the 2XX through 8XX lines (in figure 1), they are automatically added together and shown in the box labeled "Non Personnel Costs". When all expenses in figure 1are entered, the

Figure 2

cursor will be sitting in the "Contract Production" box seen in figure 2.

Notice the plus (+) and minus (-) signs beside each line in figure 2. This shows that the amounts entered on these lines will be added or subtracted from the non personnel costs.

Contract Production: Backing out costs associated with revenue generating activities by clients. These costs should be deducted to the extent of revenue generated only. This includes wages for clients and costs of materials to the extent of revenue, but not to exceed total expenses.

Other Adjustments: Place on this line other expenses that should not be included in costs. Examples include but are not limited to related party rent, bad debts, fines and penalties, assets to be depreciated and legal fees due to lawsuits. Reimbursable sales taxes, personal expenses for clients, personal allowances for clients deposited by provider and then paid to the client would also be included on this line. **NOTE:** Other Adjustment items require an explanation to provide a clear audit trail and allow for supporting evidence to be presented. This explanation should be provided on the Notes worksheet (Form 10) of the Supplemental workbook (see Appendix L). Indicate the dollar amount and the type of cost involved and the reason it is being deducted.

Out of Compliance: On this line indicate items identified in the audit/financial statements which need to be taken out of service costs because the audit/financial statements have not been adjusted for the item. These items will only occur if the provider does not make corrections for these items prior to the final audit/financial statements being published. **NOTE:** Out of Compliance items require an explanation to provide a clear audit trail and allow for supporting evidence to be presented. This explanation should be provided on the Notes worksheet (Form 10) of the Supplemental workbook (see Appendix L). Indicate the dollar amount, type of cost involved, reason it is being deducted and indicate the page in the audit where the item is identified and discussed.

Mortgage Principal: If it was expensed, the mortgage principle amount of the payments should be placed on this line. These expenses are not allowed in the rates. Note: The interest portion of the mortgage payments is allowed so do not include it here.

Central Allocation: Unlike the other items in this section, figures on this line are added to the Non Personnel costs instead of subtracted from.

For an LME, they would indicate the costs allocated to their program from the county for services provided by the county (i.e. purchasing, payroll, rent) for which the LME did not incur costs. These dollar amounts must be identified in the County Allocation Plan and a copy of the respective pages of the allocation plan must accompany the cost report.

Private providers would indicate the costs allocated to their program from a central office (i.e. purchasing, payroll, rent) for which the provider did not incur costs. These dollar amounts must be identified in the audit and the audit must detail the allocation method. Only the costs associated with North Carolina should be included. If the audit totals include these costs, no entry is made to this line. In addition, if you have prepared other cost reports, only include the portion of the costs associated mental health in this report.

If any portion of the county allocation is for direct care (such as when County provides a treatment center), then these costs can be handled in one of two ways:

1) **Place a negative amount on the "Other Adjustments" line, or**
2) **Add a separate cost center, appropriately named "Directly Assigned Allocated Costs" with the appropriate service objectives.**

The next section of the Cost Center Expense screen is detailing specific expense items included in the expense categories (2XX through 8XX lines). These expenses are allocated to the services provided in this cost center. A copy of this section is shown in figure 3.

Fixed Asset Depreciation: Place the depreciation costs for fixed assets here. The detail of this depreciation expense is shown on Form 4 of the Supplemental workbook (see Appendix L). Fixed assets are those assets that can't be moved like; buildings and land.

Moveable Asset Depreciation: Place the depreciation cost for moveable assets here. The detail of this depreciation expense is shown on Form 3 of the Supplemental workbook (see Appendix L). Moveable assets are those assets that can be moved like; automobiles, desks, computers and copiers.

Travel: This is for all travel expenses for the organization including those relating to providing services to clients or to training.

Rent: Place the rent expense amount for the cost center here.

Interest: Here is where mortgage interest expense is explained for the cost center.

Beside both Fixed and Movable Asset Depreciation there is a check box. The only reason to put a check in these boxes is if the fixed and moveable asset depreciation expense **is not** included in the expense category (2XX through 8XX) lines. If it **is** included then **do not** check these boxes.

The last section of the Cost Center Expense screen, as shown in figure 4, helps to identify the cost center as an administrative, contract or general support cost center even if isn't named as such.

Admin Cost Center: If the cost center name shown is the Administrative cost center (whether it is called Administration or not), then please check the "Admin Cost Center" box.

Contract Cost Center: If the cost center name shown has expenses that have nothing in it but contract expenses, then please check the "Contract Cost Center" box. **Note**: if this cost center is a contract cost center there should be no costs in the "Personnel – 1XX" box.

General Support Cost Center: If the cost center name shown has expenses that are for a General Support cost center (whether it is called that or not), then please check the "General Support Cost Center" box. A General Support cost center would contain costs indicated in the chart of accounts as direct care costs, but the provider has not directly assigned to a particular service and wants assigned to all cost center.

Total Expenditures: This box is the total of all the expenses shown in the 1XX through 8XX boxes and should match the audit/financial statements for the cost center.

If the Organizational Type is checked for LME on the Main Menu screen, another option will be available. The same section will look like figure 4a. The *System Management Cost Center* is if the cost center name shown identifies the LME expenditures expenses.

When the user leaves the Cost Center Expenses screen and comes back

to it, bringing up an already named cost center can be done one of two ways. Type the first few letters of the name or use the drop down arrow. When clicking on the drop down arrow, it will bring up the list of cost center names already entered, an example is shown here:

Cost Center Expenses – New, Delete, Save, Cancel

At the bottom of this screen there are four buttons, **New, Delete, Save** and **Cancel.**

To add the next cost center name, click on the **New** button at the bottom of the screen, it clears the current information and readies the screen for the next cost center name to be entered.

If a cost center needs to be deleted, type the first few letters of the name or use the drop down arrow to bring the name up in the "Cost Center" box. When the cost center is showing on the screen, press the **Delete** button. A warning box will pop up that says "You are about to delete this cost center. This cannot be undone. Do you want to proceed?" If you click on **Yes**, the cost center has been deleted from the database. Click on **No** to the warning box and nothing will happen. Please be careful because if a cost center has been deleted, it can only be put back by entering the data.

CAUTION: If a cost center is deleted **after** assigning personnel to it, those persons will still be on the Personnel screen but the Cost Center column for the persons will now be blank. This means that these costs would no longer be included in the costs for any cost center. The personnel affected will need to be reassigned to the appropriate cost center(s) (see Personnel below).

The **Save** button will save the information entered on the screen. When the screen is exited, the information automatically saves whether the **Save** button was pressed or not.

The **Cancel** button will undo any changes on the current screen. If the cost center has not been added, meaning the user is working on a new cost center, all fields will return to zero and the cost center will be reset. If the user is working on an existing cost center, the amounts will revert to the previous amounts before any changes were made.

PERSONNEL

After cost center names have been defined on the Cost Center Expenses screen, the next thing to do is enter personnel. Personnel can be entered into the application before all the information on the Cost Center Expenses screen is entered. To get to the Personnel screen, click on the **Personnel** link in the blue left margin of the Cost Center Expenses screen or go back to the Main Menu (by clicking on **Main**) and click on the **Personnel** link in the yellow bar at the top of the screen. Either way will take the user to the Personnel screen which will look like figure 5 below.

Figure 5

In years past, personnel were keyed into a main screen, similar to the one shown above. Then on another screen, employees were assigned the services they provided. This year we tried to make this simpler by performing these two tasks at the same time. The draw back is that if an employee provided multiple services in one or more cost centers, they have to be added in for each service and/or cost center multiple times, please make sure to read the **Multiple Services/Cost Centers** section below. The following fields are available on the Personnel screen:

Staff ID: This is an alphanumeric field. By giving an employee an ID number and used each time they are keyed into the application will allow the user to verify how their time is split out. The numbering system can be as easy as 1, 2, 3, or if the organization has as internal staff ID, maybe that can be used.

Name: Enter the name of the individual, but remember to enter the name in a meaningful way since the default sort for this screen is by this field. Some of the possibilities for filling this filed are entering the first name first, last name first or to avoid using names repeat the Staff ID number. The use of a staff ID number is an alternative to using a name if the organization wishes to keep employee names confidential. However, an auditor needs to be able to use the ID number and match it to the employment records with the cost report. Also notice there is a drop down box arrow to allow users to pick names from a list of already entered employees. Another option to copy data from a previous record onto a current line is to press the **Control** button on the keyboard and at the same time press the single quote (**'**) button. This is a required field.

Title: This is a required field a title or position type must be entered.

Cost Center: Assign the person or position to a specific cost center where the expense (of the person/position) is accounted for on the audit/financial statements.   Choose a cost center by typing the first few letters of the cost center name or using the drop down box.

Service: This is where to assign the service the person provided during the year. Choose the service by using the drop down box. Figure 6 below is what the service drop down box looks like.

Figure 6

The box shows both the Medicaid bill code and description. There are also some services that don't have bill codes like the CPT Codes entry, where all CPT code (90801, 90805, etc.) are lumped together. There are also some administrative services like Administration, General Support, Non Medicaid Services, etc.

Hours Worked: Enter the annual hours worked by the employee for the service just identified in the Service column. Private provider will use this column and the next column (FTEs) will be unavailable and grayed out.

FTEs: FTE stands for Full Time Equivalent. It is figured by taking the hours worked and dividing that by 2080 (or 40 hours a week times 52 weeks a year). The result is the percentage of a standard 40 hour week worked by an employee. All providers no matter how many hours a week are standard for their organization will be figured the same way. As mentioned above, private providers will use the Hours Worked column and this column will be grayed out and unavailable. An LME has the option of putting in Hours Worked or entering the FTE. If annual hours are keyed in the Hours Worked column, then the FTE is automatically calculated and the box is grayed out. However if you already know how to calculate the FTE, just key that figure into this column. If keying in the FTE, then the Hours Worked column should be blank.

Total Wages: Enter the total wages paid to the employee for the assigned cost center for the year. If an employee is entered in multiple times because they provided more than one service or worked in more than one cost center, it could affect this column and the Benefits column below. Please read the **Multiple Services/Cost Centers** section.

Benefit %: This field would be used if personnel benefits are recorded on the financial statements as a percentage of wages. If this cell is used, indicate the percentage of the salary which is related to benefits and the application will calculate the dollars based on the percentage and place them in the Benefits cell. The format for the Benefit Percentage cell is 0.000000; thus if 15.5% is to be keyed, it should be entered as 0.155.

Benefits: If the Benefit % column is not used, enter the actual cost of the benefits per the audit into this column for the respective individual or position. Just as in the Total Wages column, if an employee provided multiple services and/or worked in more than on cost center, this could affect the benefits. Please read the **Multiple Services/Cost Centers** section.

Travel Hours and Training Hours: These last two columns on the screen are for informational purposes. The hours shown in these columns will have no bearing to the rates on Schedule 2. For the employee, for this service code, enter the annual hours for travel for this service in the Travel Hours column. In the Training Hours column, enter the annual hours the employee received training for this service during the year. Hours placed in these two columns should be included in total hours shown in the Hours Worked column.

Personnel - Multiple Services/Cost Centers

As mentioned, because two Personnel screens from prior years have been combined into one screen this year it has one draw back, if an employee provides multiple services or in more than one cost center then they have to be entered in for each service and/or cost center. Figure 7 below is a Personnel screen with a couple of examples.

Figure 7

Personnel

Staff ID	Name	Title	Cost Center	Service	Hours Worked	FTEs	Total Wages	Benefit %	Benefits	Travel Hours	Training Hours
1	Gezit, H	SWII	Mental Health	H0036 HB - Community S	1,040.00	.500	40,000.00		2,000.00		
1	Gezit, H	SWII	Mental Health	H0036 HA - Community S	1,040.00	.500	40,000.00		2,000.00		
2	Young, B	SWII	Mental Health	H00031 - Mental Health	1,040.00	.500	20,000.00		1,000.00		
2	Young, B	SWII	Substance Abuse S	H2035 - SA Comprehens	1,040.00	.500	20,000.00		1,000.00		
						.000	0.00		0.00		

Look at the employee H. Gezit, he spends half his time providing Community Support Child (H0036 HA) and the other half providing Community Support Adult (H0036 HB). He provides both of these services in the Mental Health cost center. See how his total wages of $40,000 and benefits of $2,000 were keyed in with the same numbers. If an employee provides more than one service but within the same cost center, this is how their wages should be entered. The application will allocate the appropriate amount of Gezit's salary and benefits to each service based on FTE shown in the FTE column. Now look at the employee B. Young. He spends half of his time providing Mental Health Assessment (H0031) in the Mental Health cost center and the other half providing SA Comprehensive Outpatient Treatment Program (H2035) in the Substance Abuse cost center. B. Young makes the same amount in wages and benefits as H. Gezit, but it was keyed in differently. This is because B. Young is in two different cost centers. Since B. Young provides more than one service in more than one cost center, his salary and benefits have to be portioned out between the two cost centers.

Personnel - Special Feature - Sorting

As mentioned above, the default sort for the Personnel screen is by Name, however this sort can be changed just by a single click on the name of any column: **Staff ID, Name, Title**, **Cost Center, Service, Hours Worked, FTE, Total Wages, Benefit %, Travel Hours** or **Training Hours**. When this is done the screen will resort by the selected heading, in ascending order. However, leaving the Personnel screen and returning will cause the sort to revert to the default sort by the Name column

Personnel - Special Feature - Filtering

The Personnel screen can also be filtered to narrow down the scope of the information shown on the screen. Let's say there are 250 lines in the Personnel screen, but the user wants to only look at those employees in the Administration Cost Center. Find an employee who has been assigned to the Admin cost center, then move the cursor so it is sitting beside the Admin name. Do a right click on the mouse and a little box will pop-up as seen below.

Personnel

Staff ID	Name	Title	Cost Center	Service	Hours Worked	FTEs	Total Wages	Benefit %	Benefits	Travel Hours	Training Hours
8	Bass, C	Admin Asst	Admin	Administration	2,080.00	1.000	24,890.00		6,222.50		
12	Board Member	Board Member Expense	Admin		1.00	.001	11,000.00		0.00		
007	Brown, Chris	Business Manager	Test2	ort		1.000	50,000.00	15.00%	7,500.00		
21	Brown, S.	SW Supervisor	Substance	upport	520.00	.250	38,290.00		9,572.50		
21	Brown, S.	SW Supervisor	Substance	ol &	520.00	.250	38,290.00		9,572.50		
21	Brown, S.	SW Supervisor	Substance	mprehen	1,040.00	.500	38,290.00		9,572.50		
6	Charge, N	Prog Manager	Mental Heal	upport	1.00	.001	42,312.00		10,578.00		
6	Charge, N	Prog Manager	Mental Heal	upport	1,980.00	.952	42,312.00		10,578.00		
6	Charge, N	Prog Manager	Mental Health	Other Direct Support	100.00	.048	42,312.00	25.00%	10,578.00		
13	Cook, P	Program Coordinator	Admin	Administration	2,080.00	1.000	29,760.00		7,440.00		

Pop-up menu options: Filter By Selection, Toggle Filter, Find..., Replace..., Calculator, Copy, Paste

When **Filter by Selection** is chosen, now only those employees in the Administration cost center are shown.

Personnel

Staff ID	Name	Title	Cost Center	Service	Hours Worked	FTEs	Total Wages	Benefit %	Benefits	Travel Hours	Training Hours
7	Bass, C	Admin Asst	Administration	Administration		1.000	24,890.00		6,222.50		
11	Board Member	Board Member Expense	Administration	Administration		.001	11,000.00		0.00		
8	Check, C	Accountant	Administration	Administration		1.000	37,335.00		9,333.75		
12	Glover, B	Program Coordinator	Administration	Administration		1.000	29,760.00		7,440.00		
6	Guy, B	LME Director	Administration	Administration		1.000	104,800.00		26,200.00		
14	Hamilton, S	Program Asst	Administration	Administration		.700	22,940.00		5,735.00		
13	Handy, B	Quality Assurance	Administration	Administration		.800	21,018.00		5,254.50		
10	Reynolds, R	MIS Director	Administration	Administration		1.000	65,500.00		16,375.00		
9	Right, M	Finance Officer	Administration	Administration		1.000	78,600.00		19,650.00		
						.000	0.00		0.00		

To get the Personnel screen to again show all employees, do the right click on the mouse again and choose **Toggle Filter**. That will turn off the filter and give back the full screen with all available employees. This feature can be used in any column in the Personnel screen. The cursor only needs to be in the field to be filtered. The filter will automatically turn off when the screen is exited. When the user returns to the Personnel screen, it will come up with all employee data.

Notice in the pop-up box with **Filter by Selection** and **Toggle Filter**, the user is able to use the **Find, Replace, Copy** and **Paste** features available in any Microsoft application. The user can also open and use the Microsoft on screen calculator.

Personnel – Import, New, Delete, Delete All

At the bottom of the screen there are four buttons labeled **Import, New, Delete** and **Delete All.**

Clicking on the **New** button will take the user to a blank line at the bottom of the screen to add another employee to the list.

Clicking on the **Delete** button will delete the employee where the cursor was sitting. If the person was deleted by mistake, they will need to be re-keyed

By clicking on the **Delete All** button, a message box on the right pop up. If **Yes** is clicked, everyone shown on the Personnel screen has been deleted. If **No** is clicked, nothing will happen. This **Delete All** button can be used if some personnel have been keyed in, but then the choice is made to use the **Import** button feature.

DHHS Mental Health Cost Report

You are about to delete your entire personnel list. Do you want to proceed?

Yes   No
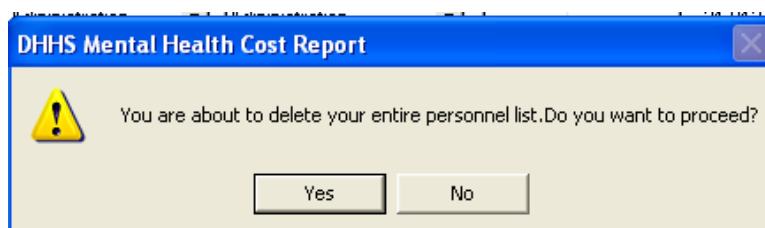
Import was a new feature added last year. This is an alternative to entering personnel information into the application as explained above. **Import** will allow personnel information from an Excel spreadsheet be imported into the application. The Excel spreadsheet does have to be set up in a specific way. An example is shown below in figure 8. A larger version of this example can be found in the appendices, Appendix Z.

	A	B	C	D	E	F	G	H	I	J
1	Name	StaffID	Title	CostCenter	ServiceObjective	ursWork	otalWage	fitPercen	Benefits	FTEs
2	Tew, M.E	1	SWII	Mental Health	HRI Level III - 4 Beds or less		15744		3936	0.25
3	Tew, M.E	1	SWII	Mental Health	Assertive Community Treatment Team (ACTT), valid 3/20/06		15744		3936	0.25
4	Knott, Y	2	SW Supervisor	Mental Health	Mental Health Assessment		40590		10147.5	0.5
5	Knott, Y	2	SW Supervisor	Mental Health	Assertive Community Treatment Team (ACTT), valid 3/20/06		40590		10147.5	0.25
6	Knott, Y	2	SW Supervisor	Mental Health	DMH Outpatient Treatment Group		40590		10147.5	0.25
7	Perry, Q	5	QDDP	Mental Health	Other Direct Support		14260		7130	0.5
8	Rogers, M	16	Medical Records	Mental Health	General Support		26908		6727	1
9	Charge, N	6	Prog Manager	Mental Health	Other Direct Support		42312		10578	1
10	Mann, D	7	LME Director	Admin	Administration		104800		26200	1
11	Bass, C	8	Admin Asst	Admin	Administration		24890		6222.5	1
12	Counter, B	9	Accountant	Admin	Administration		37335		9333.75	1

Figure 8

The main thing about setting up the spreadsheet for the import feature to work are the title names at the top of each column (shown in bold print) and they have to match the column names on the Personnel screen (with no space in between words). Next the name keyed into the "CostCenter" column should match the cost center names on the Cost Center Expense screen.   Lastly the service identified in the "ServiceObjective" column must match the services listed on Appendix M, using the name of the service only. The "CostCenter" and "ServiceObjective" columns are not case sensitive when uploaded into the application, but otherwise have to be identical to the cost center and service name in spelling and spacing. If the cost center and service names do not match exactly, on the Personnel screen the field will be blank and a cost center and/or service will have to be picked using the drop down box. The spreadsheet file does not have to be a specific name and doesn't have to be located in a specific directory. Also notice from the example given above, that not all the columns on the Personnel screen have to be shown. In the example above, Travel Hours (Travelhrs) and Training Hour (Traininghrs) columns have been left out. The columns also don't have to be in any specific order for the file to import. As long as the column headings match, it doesn't matter what order they are in. Another thing to remember, there can be no blank columns between named columns.

Note: This feature can be used as many times as needed and the Personnel screen doesn't have to be blank to use it. If the same spreadsheet file is imported more than once, the same people could be imported multiple times, so be careful.

From the Personnel screen click on the **Import** button (see figure 5 above on page 24).   A Windows box like the one on the right pops up. Use the "Look in" box at the top to get to the sub-directory where the personnel file is saved and highlight the file as shown and click **OK.** After clicking on **OK** the information in the Excel spreadsheet will be showing on the Personnel screen as seen in figure 9 below.

Figure 9

A couple more notes to remember about this feature. If additional employees have to be added after the import feature was used, the additional employees could either be directly keyed into the application under **Personnel** or imported from a different file name than what was used to import employees the first time.

NOTE: If other Personnel costs are coded to the 1XX Personnel account on the chart of accounts, but these costs are not directly associated with a particular person or position, these costs should still be listed on the Personnel screen. They must also be assigned as Administration or General Support. These costs can be added by listing the item (i.e. Board expenses, Other Professional, Workers Comp, etc.) in the name and/or title field, placing 0.001 in the FTE column, and placing the cost in the Total Salary or Total Benefit column as appropriate. (See an example line from the Personnel screen shown below for Workers Comp) DO NOT PLACE THESE COSTS IN THE NON-PERSONNEL COST TOTAL.

If other professional cost items are involved in direct care, the report will be more accurate if the respective FTEs are calculated by dividing the hours paid by the available hours. If the other professional cost is associated with items that are not direct care, .001 FTEs should be used.

When entering data on the Personnel screen, if the error message on the right pops up, it means nothing was keyed in the Hours Worked or FTEs columns and before one is able to proceed the errors must be corrected. If this pops up when using the import feature, someone in the imported spreadsheet didn't have anything in the

Hours Worked or FTE column and that record was not imported. The easiest thing to do to fix this would be to check the imported spreadsheet to see where the problem was, fix it, do a **Delete All** on the Personnel screen and import the spreadsheet again.
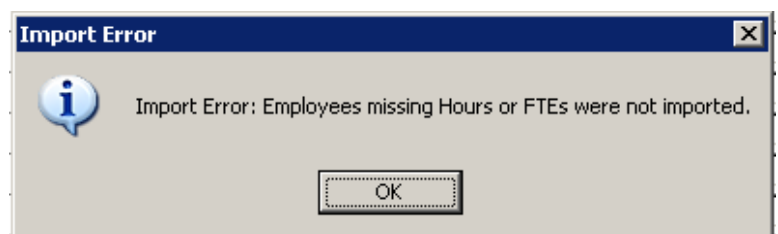
CONTRACT PROVIDERS

Next click on the **Contract Providers** link, and the screen should look like the one below.

Figure 10

Contract Providers

| Main | Cost Center Expenses | Non Personnel Cost Assignment | Personnel | Units | Reports |

| Provider ID | Provider Name | Cost Center | Service Objective | Units | Amount Paid |

Total Records: 0

Import   New   Delete   Delete All

Total

Just like the Personnel screen discussed earlier, in years past, there were two screens for contract provider information to be entered on. The main screen looked similar to the one shown above. Then on another screen, contract providers were assigned to the services they provided. This year we tried to make this simpler by performing these two tasks at the same time. If a contract provider provided more than one service, that provider will need to be entered multiple times. If a contract provider provided the same service, but in two different cost centers, that provider will need to be entered twice. If the organization doesn't have any contract providers then just leave this screen blank.

For each service a contract provider provided, please enter the following information:

Provider ID: This is an alphanumeric field. By giving the provider an ID number that is used each time they are keyed into the application, it will allow the user to verify whether the total amount paid to them came out correctly. The numbering system can be as easy as 1, 2, 3, or if the organization has as internal contract ID, maybe that can be used.

Provider Name: The name of the provider organization contracted with. The default sort is alphabetic by this column.

Cost Center: This field has never been on the Contract Provider screen before, but by adding this, it allows the contract expense to stay in the expense center it was paid out of.

Service Objective: Choose from the list of services available from the drop down box. This should be the service the provider was contracted to perform.

Units: Key the total number of units the contract provider provided.

Amount Paid: The total dollar amount paid for the service shown in the Service Objective column.

Contract Providers - Special Feature - Sorting

As mentioned above, the default sort for the Contract Providers screen is by the Provider Name, however this can be changed just by a single click on the name of any column: **Provider ID, Provider Name, Cost Center, Service Objective, Units** or **Amount Paid**. When this is done the screen will resort by the selected heading, in ascending order. However, leaving the Contract Providers screen and returning will cause the sort to revert to the default sort by the Provider Name column.

Contract Providers - Special Feature - Filtering

The Contract Provider screen can also be filtered to narrow down the scope of the information shown on the screen. Let's say there are 250 lines on this screen, but the user wants to only look at those contracts provided by CNC/Access. Find the first CNC/Access line and tab or click so the cursor is sitting beside the CNC/Access name. Do a right click on the mouse and a little box will pop-up as seen below:

Contract Providers

Provider ID	Provider Name	Cost Center	Service Objective	Units	Amount Paid
	CHILD DEVELOPMENT CENTER	Contracts for Direct Care	CPT Codes	404.00	18,591.79
	CHILD DEVELOPMENT CENTER	Contracts for Direct Care	T1017 HI - Targeted CaseManagement	1,088.00	24,654.08
	CHILD DEVELOPMENT CENTER	Contracts for Direct Care		12,100.00	125,719.00
	CNC/ACCESS	Contracts for Direct Care		20,756.00	149,509.83
	CNC/ACCESS			60.00	1,359.25
	CNC/ACCESS			44,121.00	458,417.19
	CNC/ACCESS			77,908.00	435,505.72
	CNC/ACCESS		T1017 HI - Targeted CaseManagement	17.00	385.22
	COASTAL ENTERPRISES			53,111.15	95,050.00
	COASTAL HORIZONS CENTER		H0004 HR - DMH Outpatient Tx Family Therapy w.	166.00	3,586.00
	COASTAL HORIZONS CENTER			13,716.00	116,087.30
	COASTAL HORIZONS CENTER	Contracts for Direct Care	General Non-UCR Expenditures	0.00	878,930.00

Pop-up menu: Filter By Selection, Toggle Filter, Find..., Replace..., Calculator, Copy, Paste

When **Filter by Selection** is chosen, now only those services provided by CNC/Access will be shown.

Contract Providers

Provider ID	Provider Name	Cost Center	Service Objective	Units	Amount Paid
	CNC/ACCESS	Contracts	Case Management, valid 7/1/05-3/19/06	60.00	1,359.25
	CNC/ACCESS	Contracts	Community Psychiatric Supportive Tx (All Other-P	44,121.00	458,417.19
	CNC/ACCESS	Contracts	Community Psychiatric Supportive Tx (Paraprofes	77,908.00	435,505.72
	CNC/ACCESS	Contracts	Targeted CaseManagement	17.00	385.22
	CNC/ACCESS	Contracts	Non Medicaid Services	20,756.00	149,509.83

To get the Contract Provider screen to again show all providers, do the right click on the mouse again and choose **Toggle Filter**. That will turn off the filter and give back the screen with all available contract providers. This feature can be used in any column in the Contract Providers screen. The cursor only needs to be in the field to be filtered. The filter will automatically turn off when the screen is exited. When the user returns to the Contract Providers screen, it will come up with all provider data.

Notice in the pop-up box with **Filter by Selection** and **Toggle Filter**, the user is able to use the **Find, Replace, Copy** and **Paste** features available in any Microsoft application. The user can also open and use the Microsoft on screen calculator.

Contract Providers – Import, New, Delete, Delete All

At the bottom of the screen there are four buttons labeled **Import, New, Delete** and **Delete All.**

Clicking on the **New** button, will take the user to a blank line at the bottom of the screen to add the next provider to the list.

Clicking on the **Delete** button will delete the provider where the cursor is sitting. If the provider was deleted by mistake, they will need to be re-keyed

By clicking on the **Delete All** button, a message box that looks like the one on the right will pop up. If **Yes** is clicked, all providers shown on the Contract Provider screen have been deleted. If **No** is clicked, nothing will happen. This **Delete All** button is in case the user started keying in providers and later decided to use the **Import** button feature and wants to start all over.
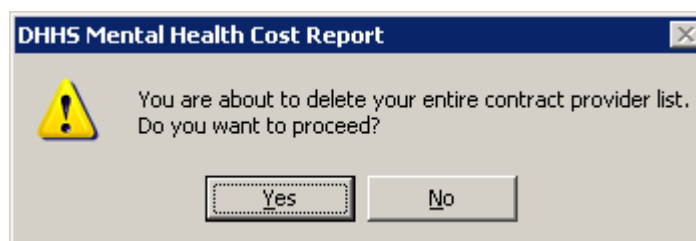
Import was a new feature added last year. This is an alternative to entering contract information into the application as explained above. **Import** will allow the user to import the contract information from an Excel spreadsheet. The Excel spreadsheet does have to be set up in a specific way. An example is shown below. A larger version of this example can be found in the appendices, Appendix AA.

	A	B	C	D	E	F
1	**ProviderName**	**ProviderID**	**ServiceObjective**	**CostCenter**	**Units**	**ContractDollars**
2	Advancement Services		DMH Outpatient Treatment Group	Contracts for Direct Care	45	1019.7
3	For a Break, Inc		Other Not Cost Found	Contracts for Direct Care	2	53.22
4	Lindsey & Assoc		Community Support - Individual - Adult, valid 3/20/06	Mental Health	18	274.32
5						

The main thing about setting up a spreadsheet for the import feature to work are the title names at the top of each column (shown in bold print) and they have to match the column names on the Contract Provider screen (with no space in between words). Next the name keyed into the "CostCenter" column should match the cost center names on the Cost Center Expense screen. Lastly the service identified in the "ServiceObjective" column must match the services listed on Appendix M, using the name of the service only. The "CostCenter" and "ServiceObjective" columns are not case sensitive when uploaded into the application, but otherwise have to be identical to the cost center and service name in spelling and spacing. If the cost center and service names do not match exactly, on the Contract Provider screen the field will be blank and a cost center and/or service will have to be picked using the drop down box. The spreadsheet file does not have to be a specific name and doesn't have to be located in a specific directory. Also notice from the example given above, that the columns are not in the same order as on the Contract Provider screen nor do all the columns have to be on the spreadsheet. As long as the column headings match, it doesn't matter what order they are in. Another thing to remember is there can be no blank columns between named columns.

Note: This feature can be used as many times as needed and the Contract Provider screen doesn't have to be blank to use it. If the same spreadsheet file is imported more than once, could import the same providers multiple times, so be careful.

From the Contract Provider screen click on the **Import** button (see figure 10 above on page 30). The Windows box shown in figure 11below will pop up. Use the "Look in" box at the top to get to the sub-directory where the provider file is saved and highlight the file as shown and click **OK.** After clicking on **OK** the information on the Excel spreadsheet will be showing on the Contract Provider screen as seen below in figure 12.

A couple more notes to remember about this feature. If additional contract providers have to be added after the import feature was used, the contract providers can be directly keyed into the application under **Contract Provider** or imported from a different file name than what was used to import providers the first time.
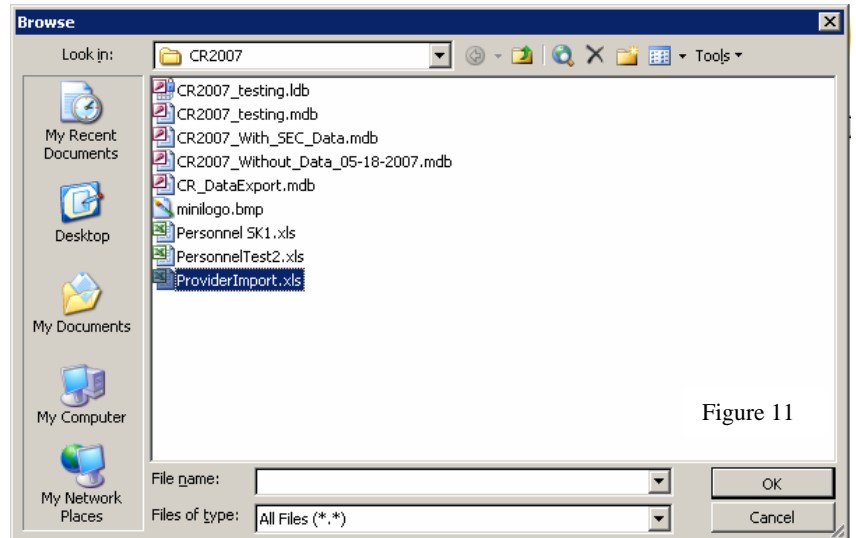
Figure 11

Figure 12

Contract Providers

| Main | Cost Center Expenses | Non Personnel Cost Assignment | Personnel | Units | Reports |

Provider ID	Provider Name	Cost Center	Service Objective	Units	Amount Paid
	Advancement Services	Contracts for Direct Care	DMH Outpatient Treatment Group	45.00	1,019.70
	For a Break, Inc	Contracts for Direct Care	Other Not Cost Found	2.00	53.22
	Lindsey & Assoc	Mental Health	Community Support - Individual - Adult, valid 3/20/	18.00	274.32

Total | | | | 65.00 | 1,347.24

Total Records
3

Import   New   Delete   Delete All

UNITS

The **Units** screen should look like figure 13 below when viewed for the first time.

Click on the **Update** button at the bottom of the screen. This will only bring up the services assigned to employees on the Personnel screen and providers on the Contract Providers screen. If a service is not showing on this screen and it should be, then it needs to be assigned to an employee (see Personnel on page 23) or to a provider (see Contract Provider on page 30).

Actual Units **-** Make sure to enter the actual units provided to correspond to the cost incurred. The user should enter all units provided regardless of the funding source or whether they were reimbursed.

Units Above Contract – The units that go in this column are units provided by a contract agency during the current cost reporting year which are above and beyond the original units contracted for and paid. DO NOT INCLUDE UNITS FROM THE PREVIOUS YEAR THAT WERE NOT PAID FOR UNTIL THE CURRENT YEAR.

Figure 13

Total Units – Calculates and displays the sum of the Actual Units and the Units Above Contract columns.

Should other service(s) be assigned or deleted after the **Update** button was clicked the first time, need to click on it again. This will add or delete the service(s) automatically to or from the screen.

Note: The following services may or may not have units:
General Non-UCR Expenditures, Non Medicaid Services, CAP – Augmentative Communication Devices, CAP – Home Modifications, CAP – Specialized Equipment and Supplies, CAP – Transportation and CAP – Vehicle Adaptations.

NON PERSONNEL COST ASSIGNMENT

On the Non Personnel Cost Assignment (formally called the Special Items) screen, this is where the application allocates the non personnel expenses (2XX – 8XX expenses) to services assigned to the cost center based on FTE percentages. It is completely possible that users will have no reason to look at this screen, unless a figure needs to be updated manually. The screen below (figure 14) is what it will look like when first opened.
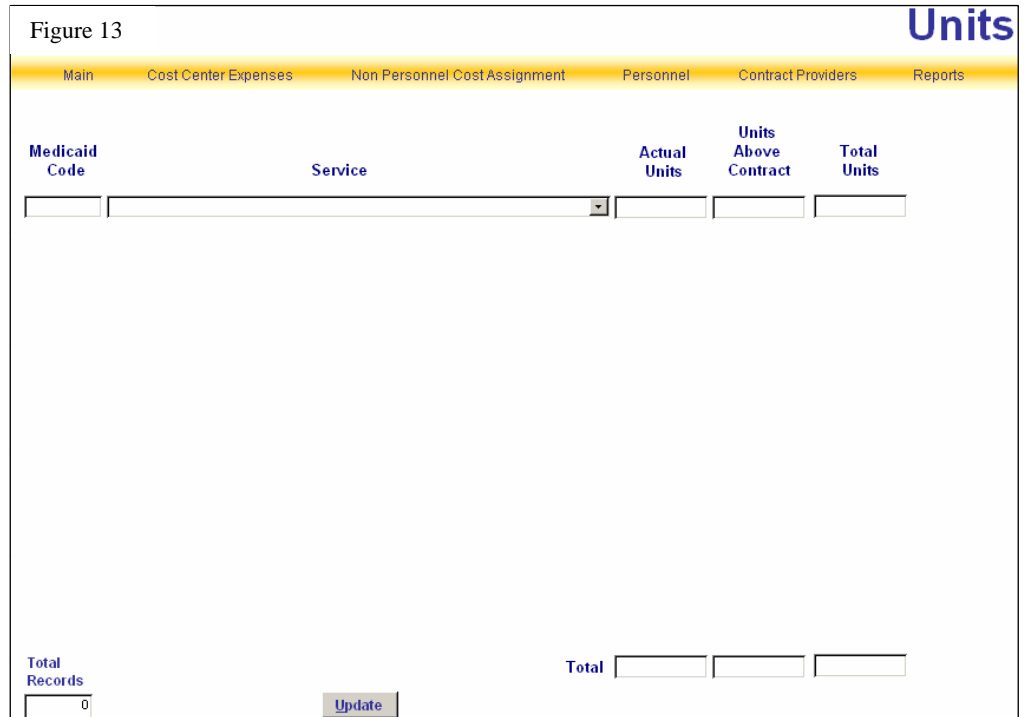
Figure 14 — Non Personnel Cost Assignment

When choosing the Non Personnel Cost Assignment screen, if selected from the Cost Center Expense screen with a cost center showing, the same cost center will automatically come up on the Non Personnel Cost Assignment screen. To choose a cost center, either type the first couple of letters of the cost center name, or use the "Cost Center" drop down box. Once a cost enter name is chosen, under the titles Travel, Rent, Interest, Fixed and Moveable Asset Depreciation and Adjusted Non Personnel Costs, the same numbers shown on the Cost Center Expense screen for these same fields, will be brought over.

If the cost center chosen has no direct care services assigned through the Personnel screen, like an Administrative cost center, the screen will look like figure 14a. How can the user tell there are no direct care services assigned to this cost center? Because there are no services listed under the Services Provided heading.

Figure 14a — Non Personnel Cost Assignment

If there should be services assigned to the cost center, then go back to the Personnel screen to assign someone to this cost center with a service (see Personnel on page 23). **NOTE:** Administrative services like Administration, General Support, and Other Direct Support will not have services shown on this screen. This screen only shows direct care services.

The cost center shown in figure 14a is the Administration cost center and because the Admin Cost Center box was checked on the Cost Center Expenses screen, these Non-Personnel costs will be allocated by the system across all services provided.

Figure 14b is an example of a cost center where some direct care services were provided.

Non Personnel Cost Assignment

Figure 14b

| Main | Cost Center Expenses | Personnel | Contract Providers | Units | Reports |

Cost Center

Mental Health

		Travel	Rent	Interest	Fixed Asset Depreciation	Movable Asset Depreciation	Adjusted NonPersonnel Costs
		0.00	6,000.00	750.00	2,000.00	500.00	19,180.00
Remaining to be allocated:		0.00	0.00	176.47	0.00	117.65	4,512.94

Services Provided		FTEs	FTE %						
H0036 HB	Community Support - Individual - Ac	1.5	0.4615		2,117.65	264.71	705.88	176.47	6,769.41
H0036 HA	Community Support - Individual - Ch	0.5	0.1538		2,117.65	88.24	235.29	58.82	2,256.47
T1023	Diagnostic Assessment, vaild 3/20/0	0.75	0.2308		1,058.82	132.35	352.94	88.24	3,384.71
H0004 HQ	DMH Outpatient Treatment Group	0.5	0.1538		705.88	88.24	235.29	58.82	2,256.47

| **Total** | 3.25 | | | 6,000.00 | 573.53 | 1,529.41 | 382.35 | 14,667.06 |

Save   Cancel   Reset

The expenses shown under the Travel, Rent, Interest, Fixed and Moveable Asset Depreciation columns are allocated based on the FTE % column beside each service. This FTE information comes from the Personnel screen FTE column.

Take a look at the Rent column in figure 14b, let's say the user needs to directly assign cost to a specific service then just change the number to the desired amount. When it's done, the number will change to a blue colored text identifying it as a manual changes. Then to reallocate any amount left on the "Remaining to be Allocated" line to be redistributed to the rest of the services based on a revised FTE percentage just double click on any figure in the same column.

Look at Interest and Moveable Asset Depreciation columns (figure 14b); see where there is an amount showing in the "Remaining to be Allocated" line. This is an error. When all expenses are allocated to the services shown, the "Remaining to be Allocated" line should be zero. The Rent and Fixed Asset Depreciation columns are correct, because all costs were allocated to the four services and a zero is in the "Remaining to be Allocated" line.

At the bottom of the screen are the buttons **Save, Cancel** and **Reset.** The **Save** button will save the information entered on the screen, however the information is automatically saved when the screen is exited whether the **Save** button was pressed or not. The **Cancel** button is like an undo and will reset the figures back to the amount they were when the Save button was last clicked or when the screen was entered. **Reset** will reset the screen back to the original allocation based on the FTE %. A message will pop up asking if to confirm the resetting of the manual allocations.

```
REPORTS
```

The last link on the Main Menu is **Reports**. This screen displays as seen in figure 15 below.
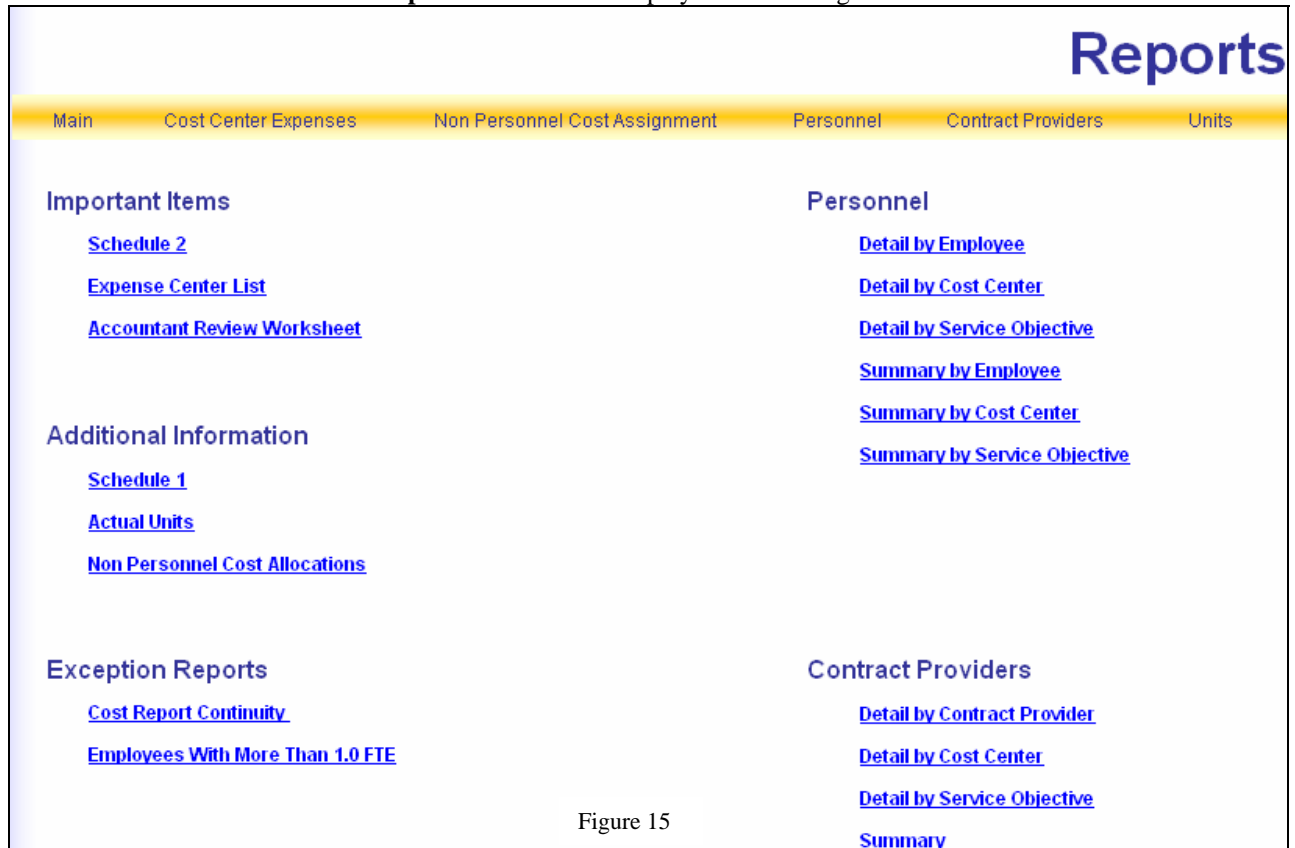
This screen shows the reports available. To choose a report, just click on the title and a few seconds later the report will come up. All the parameters for the reports are pre-set, so nothing has to be done with the fonts and page settings. These reports help to view the data entered on screens in different ways. Should anyone have a suggestion on other reports they would like to see, please let us know. When any of these reports are displayed it will look something figure 16 below.

When first viewed this way it is a little hard to read the screen. To be able to enlarge the screen to see the numbers, print or even close the report when finished, click the right mouse button. When the right mouse button is clicked, the box on the right will pop up. Use the Zoom drop down box to resize the report so numbers are large enough to be seen. To print the report, click on Print and when finished and ready to close the report, click on Close.
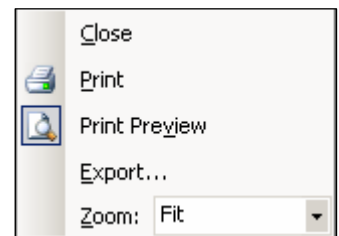
Schedule 2

Schedule 2 is the final cost report that displays all the information entered, allocates the costs to services and comes up with the cost per unit rate. In prior years, this report could take several minutes to run, now it only take a few seconds. The figure shown in figure 16 is a Schedule 2. The amounts shown in the Audit/FS Totals column should match to the audit/financial statements provided. The amounts shown in the Difference column are the adjustments made to the audit/financial statements, so don't get nervous if negative numbers appear. The Distributed Total column is the total amount distributed among all the services assigned. The rest of the columns are the individual services. Just think of this report as one long spreadsheet. A sample of this report can be found in Appendix R.

Figure 16

Schedule 1

There will be a Schedule 1 report for each cost center named on the Cost Center Expense screen. To preview and then print these reports, click on the **Schedule 1** report. The box to the right will appear.

Use the drop down arrow to choose the cost center to run a report on. When the cost center name is chosen, click on the **OK** button and the report will run. A cost center name does need to be chosen. If the **OK** button is pressed without picking a cost center, it will look like something is running but no report will come up and will just take the user back to the Main Menu screen. Clicking on the **Cancel** button will take the user back to the Report screen. A sample of a Schedule 1 can be found in Appendix Q.

Accountant Review Worksheet

Use this report to make sure the audit/financial statements balance with Schedule 2. The pretty much everything on this report can be transferred to the Supplemental form #7 (see Appendix L). Next the number shown on Schedule 2, Distributed Total column, Total Costs for Rates, line needs to be keyed on the same supplemental form on the "Total Expenditures per Cost Report" line. The "Difference from Audit to Cost Report (should be $0) line on Form #7 is a calculated line and should be as close as possible to zero. If there is a difference, most of the time it will be a small

difference due to rounding issues, but try to keep that number as low as possible. An example of this report can be found in Appendix S.

Personnel and Contract Providers Reports

The various detail and summary reports under these two headings on the Report screens can be run by one employee, contract provider, cost center or services just by the choice of the report name. When a report name is chosen, the report can be narrowed down even further to a specific employee, provider, cost center or service by using the drop down available box (like the one shown with Schedule 1 above) or just click on the **OK** button. If the **OK** button is clicked, the report will run based on the report name chosen, but it will show all employees, providers, cost centers or services. Again, clicking on the **Cancel** button will take the user back to the Report screen.

Exception Reports

The report under this heading will help in noting some exceptions within the cost report. The **Cost Report Continuity** report is to help find where cost center have been named on either the Personnel or Contract Providers screens that are not showing up as a valid cost center under the Cost Center Expenses screen. Maybe a name was mis-spelled or keyed in slightly different in some way. If something pops up on this report, look at the cost center (s) listed and check the Personnel, Contract Provider and Cost Center Expenses screens. The **Employees with More Than 1.0 FTE** report will show all employees with an FTE over 1.0. Any employee shown on this report needs to have an explanation for why the FTE is over 1 on the Notes worksheet (Form 10 of the Supplemental workbook, Appendix L).

SERVICE OBJECTIVES and SYSTEM MANAGEMENT

Under Cost Center Expenses section (see page 19), it was explained the items in the blue margin on the left were links to other data entry screens to the cost report but there were one or two others to be discussed later. We are going to discuss them now. In figure 17 an arrow is pointing to **Service Objectives.** When this link is clicked, the screen will look like figure 18 below.

Figure 17

Figure 18

This screen shows all of the valid services and bill codes available in the cost report. On the right hand side is the column labeled "Exempt from Admin" with a check box for each service/bill code line. If for some reason a service/bill code needs to be exempt from administrative costs being added to it, then please put a check in the box beside the code and explain on the Notes worksheet (Form 10 of the Supplemental workbook, Appendix L) the reason why administrative costs should not be included with the service(s) marked here. The Administration and System Management services will automatically have a check in them and can not be changed. NOTE: This code will be exempt from administration for the whole database, not just for one cost center.

Remember back on the Main Menu screen there were two check boxes, one for Private Provider and one for LME. As a reminder, here is a copy of that screen.

As shown in this example, the check box beside LME is marked. When this check box is marked the following **Cost**

Center Expenses screen shows the last link in the blue margin is now available. Here is a picture of that screen.

The last link now in the blue margin is System Management. If the Private Provider check box is marked then the Cost Center Expense screen will look like the one shown in figure 17 on page 39. When the **System Management** link is clicked, it will bring up this next screen:

The columns shown are for each of the four parts of the Monthly LME Report of Expenditures report. Please put into each column for each month the amounts shown on your monthly report. The total line will correct to the final total when either the screen is exited and the return to it, or place your curser on another line on the screen

On the right side of the screen it there is also a "System Management Cost Center" check box to be checked if the cost center name is different.

MAIN MENU – Exit, Export Data, Import Data and Create Backup

The last items to talk about on the Main Menu screen are the **Exit, Export Data, Import Data** and **Create Backup** buttons at the bottom of the screen. Let's take a look at the Main Menu screen again.

The **Exit** button will exit the user out of the application.

Note: If anyone should click on **File** and then **Close** and get a blank gray screen, the user will then need to click on **File** and then **Exit** to exit the application and restart the application it to get the screens back.

The **Export Data** button will allow the user to export the information already keyed into the application into another database. The idea of this is in case corrections need to be made to the application; the tables with data can be exported into another database application and imported into an updated application so the user will not have to re-key anything.
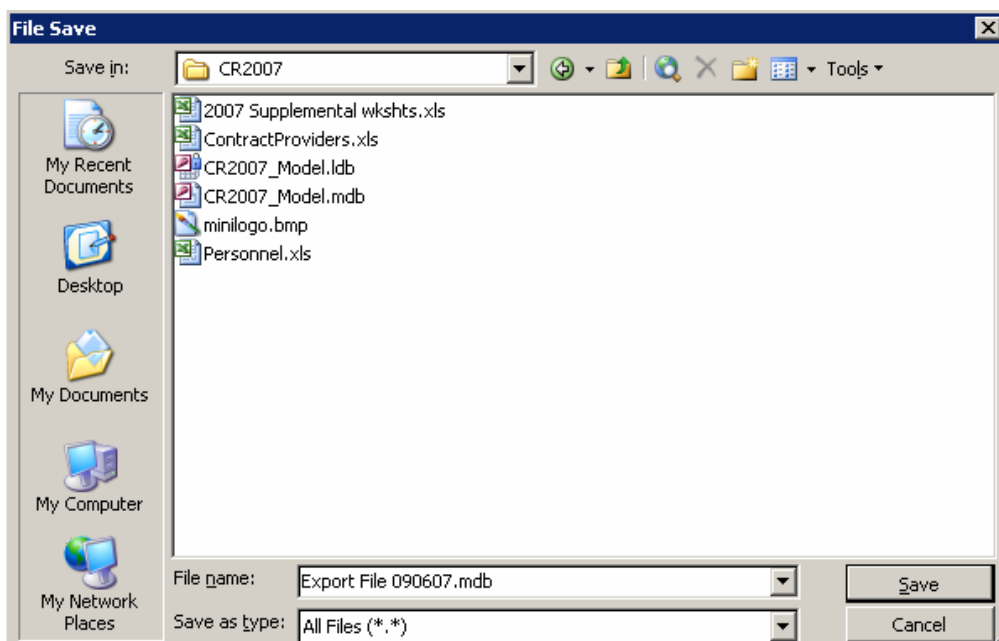
Press the **Export Data** button and the Window browser on the left comes up.
Use the "Save in" box to choose the directory to save the exported file into. Then use the "File Name" box at the bottom of the screen to name the file, maybe something as shown here, then click the **Save** button.

The **Import Data** button <u>is not to be used</u> to try to import personnel or provider Excel spreadsheets or data from prior year cost reports databases. The function for importing personnel and provider information is available on the Personnel and Contract Providers screens. This function is to import data that was exported through the **Export Data** button. If a problem with the application is discovered and fixed after the application is released, an email will be sent to notify providers of the fix. Providers will be instructed to use the **Export Data** button and then go to the Controller's Office web site to download the updated version of the application. Once the user has download the updated version of the application and opened it, the first thing to do would be to use the **Import Data** button. When this button is pressed, the Windows screen below will come up.

Use the "Look in" box to choose the subdirectory that the export file is located in. Highlight the file as seen here then click on the **OK** button. The information exported earlier has now been added to the updated version of the application and the user is able to continue work on their cost report without re-keying anything.
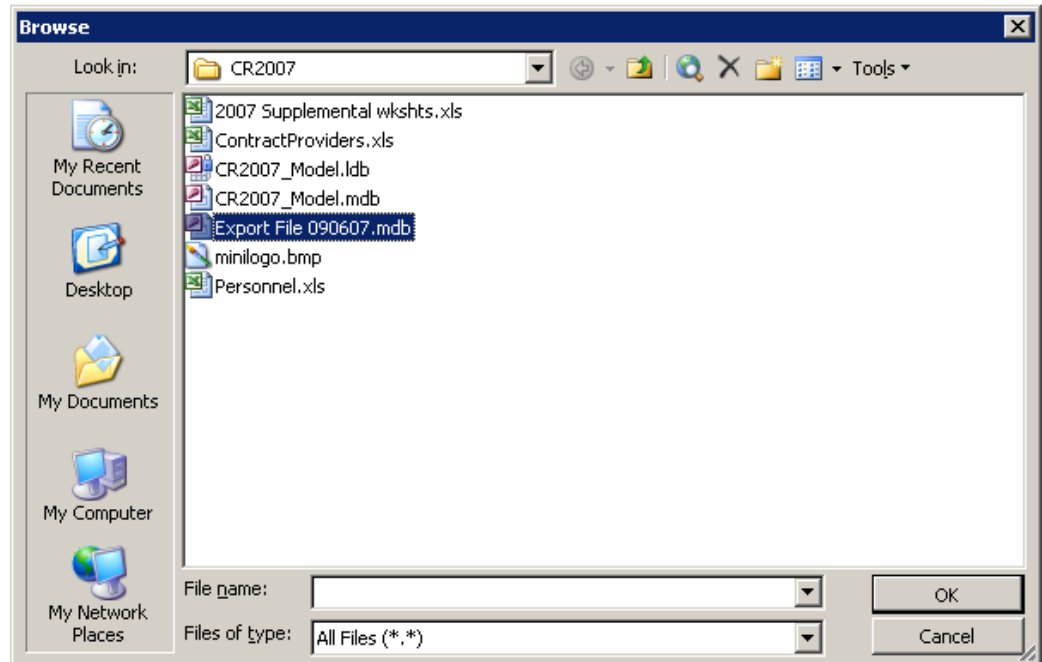
The **Create Backup** button will allow the user to back up the application and data already keyed. It allows the user to recover a previously saved file in case something should go wrong or a computer or server crash. It is recommended that this be used often and saved to a different drive than the original file.

When **Create Backup** button is clicked the screen below comes up.
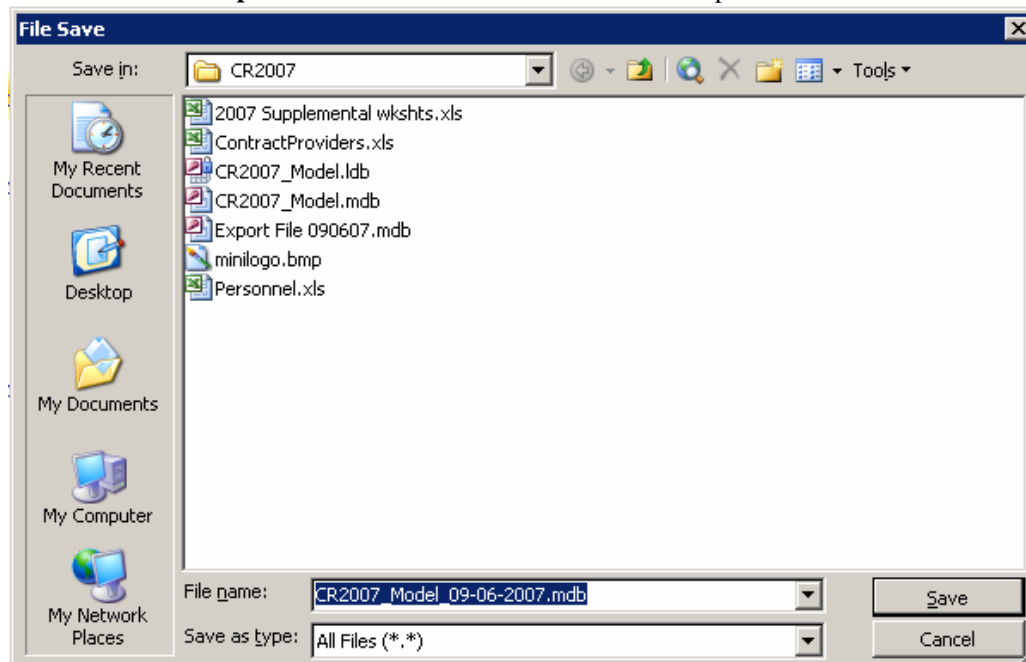
Using the "Save in" box at the top to change the location of where to save the backup file. It is always best to save the backup file in a different location than where the main file is located at. Also look in the "File name" box at the bottom of the screen. It automatically gives the back up file a name. The name is the original file name with an underscore and the

date that the file was created, unless the user changes it to something else. Click the **Save** button and the application and data are backed up.

NOTE: There is a difference between the **Export** and the **Create Backup** buttons. The **Export** button only exports the information already keyed into the main tables of the application. The exported database will only contain the table information and will not have any of the queries, reports or menus that run the application. The **Create Backup** button backs up the data already keyed and the application, so that it can actually run on its own, just by double clicking on the backup file's name.

ERROR CHECKING YOUR SCHEDULE 1s

Error checking Schedule 1s for all named cost centers:

♦ Ensure all FTEs have been fully distributed. This can be done easily by previewing or printing the report for the category **Personnel** and the report name **Detail by Employee** or **Detail by Cost Center**. The Detail by Employee report will show all employees, the cost centers they are assigned to, and the amount of their salaries plus benefits that are allocated to the services they provided. The Detail by Cost Center report will narrow things down to just one cost center. Either report will show if an FTE was not fully allocated, and is causing the report to be out of balance. Make corrections as needed.

♦ Validate that all Non-Personnel costs have been assigned or allocated. This can be done easily by previewing or printing the report for the category **Additional Information** and the report name **Non Personnel Cost Allocation**. If the total figures on top are fully allocated as well as the Net Remaining costs, all costs should be accounted for.

♦ For Schedule 1 for a Contracts cost center, ensure that all Total Contract dollars have been allocated. This can be done by previewing or printing the report for the category **Contract Providers** and the report name **Detail by Cost Center**. If any providers are under-assigned, make adjustments as needed. If they are off by a dollar or two, it is probably due to rounding issues.

♦ Enter explanation notes into the Notes worksheet (Form 10) of the Supplemental forms file when a dollar figure is entered in the Cost Center Expense screen box for Other Adjustments or in the Out of Compliance box. The Out of Compliance notes should reference the page of the audit, from which they come.

♦ Should only use "Units Above Contract" when units that were provided by a contract agency during the current cost reporting year are above and beyond the original units contracted. DO NOT INCLUDE UNITS FROM THE PREVIOUS YEAR THAT WERE NOT PAID FOR UNTIL THE CURRENT YEAR.

ERROR CHECKING YOUR SCHEDULE 2 AND RECONCILING WITH OTHER FORMS

Error checks for your Schedule 2:

♦ Does every service with costs have actual units and every service with actual units have costs? For other than the exception listed, these items with one of the two should not occur and should be corrected. The following services may or may not have units associated with them: General Non-UCR Expenditures, Non Medicaid Services, CAP-Augmentative Communication Devices, CAP-Home Modifications, CAP-Specialized Equipment and Supplies, CAP-Transportation and CAP-Vehicle Adaptations.

♦ Is there a difference between the "Totals per Audit" figures which were entered and the Total Distributed figures in the Cost Report Schedule 2 on the Total Cost for Rates line? If so, please explain in the notes what these differences are attributed to if they are not explained on the Accountant Review Worksheet from the Reports menu. Several of these differences may be accounted for by the break out of interest and rent, or by any of the other Non-Personnel Adjustment items.

Reconciling other forms (supporting documents) with the Schedule 2 Summary:

♦ Make sure the total depreciation figures (Fixed Assets & Moveable Assets) from the depreciation schedules (Forms 3 &4) match the total depreciation figures on Schedule 2 in the Special Items sections.

♦ For the "Total Actual Units" line on Schedule 2, do the total units shown for each service match the actual units data provided to the Controller's Office? If for some reason they do not match, a detailed worksheet needs to be provided to show the differences and explain them.

♦ On the CPT Detail Worksheet (Form 2), does the total number of CPT Code units match the number shown on the "Total Actual Units" line of Schedule 2 for this service? This also needs to match the actual units data provided to the Controller's Office.

♦ Other error checking questions can be found on the Cost Report Review Worksheet provided on the web site.

ALSO VERIFY THAT THE FINAL COST REPORT APPROPRIATELY ADDRESSES ALL THE QUESTIONS FOUND ON THE "COST REPORT REVIEW WORKSHEET" IN APPENDIX T BEFORE SUBMITTING THE REPORT, MAKE SURE THE COST REPORT COSTS RECONCILE TO THE AUDIT FIGURES AND ALL FORMS ARE COMPLETE BEFORE SUBMITTING THEM.

WHO TO CALL FOR HELP

For questions or problems regarding what items go where on the Cost Report application, or technical questions on the application, call Mike Thompson at the **DHHS Office of the Controller, Rate Setting Branch.**

Rate Setting:	**(919) 855-3681**	**Mike Thompson**
	(919) 855-3680	**Susan Kesler**
	(919) 715-3095	**Fax**

E-mail these individuals at **{Firstname.LastName@ncmail.net}**

Mailing Address (for regular mail):   Street Address (if Fedex or UPS):
DHHS Office of the Controller   DHHS Office of the Controller
Attn: Rate Setting Branch   Attn: Rate Setting Branch
2019 Mail Service Center   1050 Umstead Drive
Raleigh, NC 27699-2019   Raleigh, NC 27603

SUBMISSION OF COMPLETE REPORT

Please send completed materials to the Controller's Office. A detailed list of the items required is as follows:

NOTE: BOLDED ITEMS ARE REQUIRED AS PAPER COPIES (Items 1, 14, 15 and 16). Other items should be submitted electronically.

(1)   **Transmittal Checklist Cover Sheet with Certification and CPA contact**
(2)   Reconciliation of Cost Report Actual Units to Medicaid Paid Claims
(3)   CPT Detail Worksheet
(4)   Schedule of Moveable Asset Depreciation
(5)   Schedule of Fixed Asset Depreciation
(6)   Explanation of "Other Non Medicaid Services" Costs
(7)   Explanation of "General Non-UCR Expenditure"
(8)   Reconciliation of Audit Costs to Cost Report Total Costs
(9)   Schedule of Revenue by Source
(10)   List of Contract Providers
(11)   Notes worksheet
(12)   Cost Report Schedule 2
(13)   Diskette, CD or email Copy of Cost Report data file
(14)   Diskette or CD of Actual Units detail information
(15)   **A copy of the relevant pages of the County Cost Allocation Plan if costs are claimed in Cost Report**
(16)   **Copy of audit, draft audit or financial statements if private provider. If a single county, also provide supplemental general ledger information to support the cost report expenditure figures.**
(17)   **If any units were refunded and the refund is necessary to reconcile to Medicaid Paid units, provide with your report, a copy of this documentation.**

To submit all paper documentation and Diskette or CD information, please send it to:

Mailing Address (for regular mail):   Street Address (if Fedex or UPS):
DHHS Office of the Controller   DHHS Office of the Controller
Attn: Rate Setting Branch   Attn: Rate Setting Branch
2019 Mail Service Center   1050 Umstead Drive
Raleigh, NC 27699-2019   Raleigh, NC 27603

The cost report database and Supplemental (formally called MoreForm) workbook can be sent on a CD or diskette along with the paper documentation to the address above, or it can be sent electronically through email to Mike Thompson at Mike.Thompson@ncmail.net.

All electronic (database, Supplemental and provider unit detail) and paper documentation (audit or financial statements and signed transmittal form) must be received by the Controller's Office, Rate Setting Branch by the due date to be considered complete and on time.

APPENDICES